

**APPENDIX C**

**COUNTY ACTION PLAN PACKET**

## COUNTY ACTION PLAN PACKET

### ***Northern Regional Conference on Assisting Self-Represented Litigants April 20 & 21, 2001, Chico, California:***

Creating and memorializing a county action plan for serving self-represented litigants for each attending county is the major goal of the *Regional Conferences on Serving Self-Represented Litigants*.

To facilitate the creation of a county action plan, each participant has been provided with a **Self-Represented Litigants Action Plan Form**. Appoint a team scribe to fully complete the information and return it to a conference facilitator on Saturday afternoon. A portion of the action plan form will be filled out during the county team working meetings that are held throughout the conference. For those participants who are not acting as scribe, these forms will provide you a place for your notes.

The most important point of the form is the first page, which contains an area set aside to schedule the county team's first meeting *after* everyone has returned home after the conference. The first meeting after the conference will be a crucial step in implementing each one of the county-specific objectives identified on the Self-Represented Litigants Action Plan Form.

Each county attending the conference will have assembled a working group on self-represented litigants, or county team, for the conference. At the conference, each team will work individually as well as in plenary sessions and workshops to outline ways to initiate immediate changes in their home county. Teams will also identify other potential participants who can assist in development and implementation of the plan in their home county.

Courts may also apply for funding to continue the work in the community of developing this action plan. Applications for these special grants to fully develop an action plan for serving self-represented litigants will be available.

This team approach is based on a proven State Justice Institute (SJI) model for local action and statewide coordination – a model that the Judicial Council has adopted successfully in the areas of Domestic Violence and Juvenile Dependency.

We aim to use this effective and dynamic model during these *Regional Conferences on Self-Represented Litigants* conferences to address the pressing need for new ways of thinking about and addressing self-represented litigants.

## **SCHEDULE FOR PLANNING SESSIONS**

**Friday, April 20, 2001**

<b>11:00 a.m. – 11:45 p.m.</b>	<b>County Team Meeting</b>
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1. Identify resources for self-represented litigants currently available in your community.
2. What are the challenges that self-represented litigants face in your county?
3. What services for self-represented litigants are needed in your county?

**Saturday, April 21, 2001**

<b>10:30 a.m. – 11:45</b>	<b>Regional Meetings by Professions</b>
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1. How do you currently provide services to self-represented litigants?
2. What techniques and systems do you think are particularly successful?
3. What things would you want to change? Add?
4. What ideas will you take from the workshops to help you enhance your services?
5. Are there any ways that you can work together with other professionals in your region to provide enhanced services?

<b>12:00 – 1:30 p.m.</b>	<b>Evaluation Discussion</b>
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Sit with your county team for this luncheon. There will be a presentation on evaluation followed by discussion by county teams

1. What do you want to accomplish?
2. How will you measure your accomplishments to determine what works well and what might be changed?
2. How can you determine whether your services are truly having an impact on the users of your services?

**1:45 – 3:00 p.m.**

**County Team Meeting**

1. What services would you like to begin or expand when you return to your community?
2. Who are the potential partners for providing those services?
3. Begin working on the steps needed to begin or expand those services.
4. Identify portions of your county team's action plan that the team may share with the rest of the conference during the County Team Presentations.

**3:00 – 4:00 p.m.**

**County Team Presentations**

Report back on action plan themes and presentations on specific action plans by a sample of county teams.

What are your top ideas for assisting self-represented litigants in your county?

**\_\_\_\_\_ COUNTY**  
**SELF-REPRESENTED LITIGANTS ACTION PLAN FORM**

TEAM LEADER: \_\_\_\_\_

TEAM SCRIBE(s): \_\_\_\_\_

DATE OF FIRST POST-CONF. MEETING: \_\_\_\_\_

PERSON CALLING FIRST POST-CONF. MEETING: \_\_\_\_\_

PERSON RESPONSIBLE FOR APPLYING FOR PLANNING GRANT:

TEAM MEMBERS [please print]:

[illegible]

## WHERE ARE WE NOW:

1) What services are currently available for self-represented litigants in our community?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

2. What are the challenges that self-represented litigants in our community face?

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3. What services for self-represented litigants are needed in our community?

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## **Regional Professionals Roundtable:**

1. How do you currently provide services to self-represented litigants?

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2. What techniques and systems do you think are particularly successful?

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3. What things would you want to change?

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4. What ideas will you take from the workshops to help you enhance your services?

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5. Are there any ways that you can work together with other professionals in your region to provide enhanced services?

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### **Evaluation Discussion:**

What do you want to accomplish?

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What methods could you use to measure the success of your activities?

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How can you determine whether your services are truly having an impact on the users of your service?

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## County Team Meeting:

1. What services would you like to begin or expand when you return to your community?

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2. Who are the potential partners for providing those services?

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3. Begin working on the steps needed to begin or expand those services. What are your objectives in developing those services? Sheets are attached to help you think through what will be done and who does what.

Objective# \_\_\_\_\_

TITLE OF OBJECTIVE: \_\_\_\_\_

OVERALL LEAD FOR SPECIFIC OBJECTIVE [Individual's name]:

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OTHER INDIVIDUALS RESPONSIBLE FOR THAT OBJECTIVE:

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SPECIFIC FUNDING OPTIONS:

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SPECIFIC STEPS IN ACHIEVING OBJECTIVE [e.g. what needs to be done first, what needs to be accomplished, who will do it, how long it will take, etc.]:

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SPECIFIC DEADLINES FOR EACH STEP:

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ISSUES REGARDING EVALUATION OF ACTION PLAN IMPLEMENTATION [e.g. can objective be done right away, or will it take years to complete]:

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Objective# \_\_\_\_\_

TITLE OF OBJECTIVE: \_\_\_\_\_

OVERALL LEAD FOR SPECIFIC OBJECTIVE [Individual's name]:

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OTHER INDIVIDUALS RESPONSIBLE FOR THAT OBJECTIVE:

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SPECIFIC FUNDING OPTIONS:

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SPECIFIC STEPS IN ACHIEVING OBJECTIVE [e.g. what needs to be done first, what needs to be accomplished, who will do it, how long it will take, etc.]:

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SPECIFIC DEADLINES FOR EACH STEP:

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ISSUES REGARDING EVALUATION OF ACTION PLAN IMPLEMENTATION [e.g. can objective be done right away, or will it take years to complete]:

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Objective# \_\_\_\_\_

TITLE OF OBJECTIVE: \_\_\_\_\_

OVERALL LEAD FOR SPECIFIC OBJECTIVE [Individual's name]:

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OTHER INDIVIDUALS RESPONSIBLE FOR THAT OBJECTIVE:

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SPECIFIC FUNDING OPTIONS:

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SPECIFIC STEPS IN ACHIEVING OBJECTIVE [e.g. what needs to be done first, what needs to be accomplished, who will do it, how long it will take, etc.]:

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SPECIFIC DEADLINES FOR EACH STEP:

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ISSUES REGARDING EVALUATION OF ACTION PLAN IMPLEMENTATION [e.g. can objective be done right away, or will it take years to complete]:

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OBJECTIVE NUMBER # \_\_\_\_\_

TITLE OF OBJECTIVE: \_\_\_\_\_

OVERALL LEAD FOR SPECIFIC OBJECTIVE [Individual's name]:

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OTHER INDIVIDUALS RESPONSIBLE FOR THAT OBJECTIVE:

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SPECIFIC FUNDING OPTIONS:

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SPECIFIC STEPS IN ACHIEVING OBJECTIVE [e.g. what needs to be done first, what needs to be accomplished, who will do it, how long it will take, etc.]:

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SPECIFIC DEADLINES FOR EACH STEP:

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ISSUES REGARDING EVALUATION OF ACTION PLAN IMPLEMENTATION [e.g. can objective be done right away, or will it take years to complete]:

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